



**Australian Government**

# **PSPPCM004 Plan procurement**

**Release: 1**

## PSPPCM004 Plan procurement

### Modification History

| Release | Comments                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPPROC411A Plan procurement.</p> <ul style="list-style-type: none"><li>• Unit code updated</li><li>• Content and formatting updated to comply with new standards</li><li>• All PC transitioned from passive to active voice</li></ul> |

### Application

This unit describes the skills required to plan, justify and approve of procurement requirements to achieve the required outcome. It includes defining and justifying the need, researching potential impact and risks, and securing organisational support to proceed with procurement activity

This unit applies to those working as public sector staff required to plan procurement.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under minor supervision, while performing complex tasks in familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

### Competency Field

Procurement

### Elements and Performance Criteria

| ELEMENTS                                 | PERFORMANCE CRITERIA                                                                                                                                                                                    |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elements describe the essential outcomes | Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section. |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Interpret procurement requirements</b> | <p>1.1 Consult with stakeholders to determine whether viable alternatives to procurement exist that address identified business need, to define and clarify requirements, and to justify the procurement decision.</p> <p>1.2 Conduct scoping of procurement requirements identifying outcomes, objectives and logistics or supply chain factors.</p> <p>1.3 Conduct market analysis to identify factors that may impact on procurement decisions.</p> <p>1.4 Confirm procurement approvals and appropriations for whole-of-life of the activity.</p> <p>1.5 Access information on sources of supply to determine possible providers and identify and resolve any conflict of interest.</p> <p>1.6 Specify planned provider contract arrangements.</p> <p>1.7 Investigate issues and opportunities for integration into procurement activity.</p> |
| <b>2. Plan procurement activities</b>        | <p>2.1 Outline procurement requirement from transition to close out.</p> <p>2.2 Plan opportunities to obtain stakeholder input at all stages of the procurement process.</p> <p>2.3 Confirm resource requirements and nominate responsible authorities.</p> <p>2.4 Include strategies for briefing potential bidders when required, and ensure they are practical and meet probity requirements of fairness and impartiality, public sector standards and organisational protocols.</p>                                                                                                                                                                                                                                                                                                                                                           |
| <b>3. Manage procurement plans</b>           | <p>3.1 Develop and approve procurement documentation and procurement plan which contains relevant detail about the procurement process and desired business outcomes.</p> <p>3.2 Seek stakeholder input at all stages during the development of the procurement plan.</p> <p>3.3 Consider probity risks in the procurement process.</p> <p>3.4 Communicate approved procurement plan or strategy to stakeholders.</p>                                                                                                                                                                                                                                                                                                                                                                                                                             |

## Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

## Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC411A Plan procurement.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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